

PURPOSES FOR WHICH EXPENSES CAN BE INCURRED

1. Travel, meals, accommodation and subsistence.
2. Business entertainment.
3. Minor sundry items.

NOTES:

- i) All non-routine expenditure must have the prior approval of the employee's Manager.
- ii) Wherever possible, arrangements for accommodation or other expenses must be made in advance, subject still to note (i) as above. Such invoices must be made out to the Company and where possible an account is to be sent on for payment. All such invoices must be countersigned by the person incurring that expense before they leave the Hotel, etc. Invoices not made out to Brightwells cannot be paid by the Company and must therefore be paid by the employee and reclaimed via an expense claim.

TAX IMPLICATIONS

1. The Inland Revenue will only allow those expenses which are incurred "wholly, exclusively and necessarily" in performing the duties of the claimant's office or employment. These are:
 - a) Reimbursement of actual expenses incurred, which should be supported by receipts.
 - b) Scale payments or allowances for which dispensation has been agreed by the Inspector of Taxes.
2. Items of expenditure which attract VAT must be supported by a receipt showing the VAT registration number.
3. Business entertaining is not an allowable expense by either the Inland Revenue or HM Customs & Excise. You are reminded therefore that VAT cannot be reclaimed on any expenses which come under this category.

Unless all present are employees, any bills for entertainment expenses cannot be split to claim any part of the VAT. The whole bill must be treated as entertainment expenses.

CLAIM PROCEDURE

1. General Expense Claim Forms are to be completed monthly, and are to be sent to reach the Accounts Department at Hereford no later than the 6th of the following month.
2.
 - a) The date, supplier, details of and reason for the expenditure must be shown in sufficient detail to assess the accuracy of each claim.
 - b) The names of all people to whom the expenditure relates must be provided, and must be identified either as employees or guests.
3. All claims must be countersigned by the claimant's Manager.
4. A receipt must be provided and attached to the claim form for all expenses. It is recognised that a receipt is not always available for small items such as car parking, snacks, etc. These claims will be met provided the claim is reasonable.
5. Claims for mileage expenses are not to be put on this form, but on the separate Mileage Claim Form.
6. Incomplete claims (see 2 and 3 above) will not be paid.
7. Claimants who may need to account to the Inland Revenue for expenses received are reminded that it may be useful for them to keep a copy of any claims made.